

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Department of Crime Control and Public Safety **Division:** State Highway Patrol

Budget Code: 24960 **Center Title:** SHP Administration **Center Number:** 2610-961

***** Position Information *****

Proposed Classification: Office Assistant IV. This position will serve as a Receptionist for Patrol Headquarters and provide administrative support to personnel assigned to the Administrative Services Section.

Proposed Salary Grade: 59

Salary Range: \$22,426 - \$32,689 **Proposed Effective Date:** 03/01/06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 22,786,982	\$ 41,167
(Projected 06-07 Federal FY)		
Receipts	\$ 22,786,982	\$41,167
(Projected 06-07 Federal FY)		
Appropriation	\$ 0	\$ 0

Funding Source(s): This position will be funded utilizing Salary Reserve Funds generated from receipt-supported positions.

Justification for Position (including description of duties and responsibilities):

The Collision Reconstruction Unit of the State Highway Patrol was established in February of 2003 to provide collision reconstruction services throughout the State of North Carolina. The Unit consists of five (5) field offices, each staffed with a Line Sergeant and three Troopers trained as Collision Reconstructionists. A First Sergeant assigned to the Raleigh Office is responsible for managing the Unit.

Initially, administrative support for 21 uniformed members, along with transcription services (transcribing pertinent recorded interviews contained within the reconstruction reports for the prosecution of criminal charges), was provided by temporary employees. However, in July 2003, the Receptionist/Office Assistant IV at State Highway Patrol Headquarters was re-assigned to the Collision Reconstruction Unit to address the administrative needs of the Collision Reconstruction Unit.

The re-assignment eliminated the need for a temporary employee with the Collision Reconstruction Unit; however, it created a need to hire a temporary employee to perform Receptionist/Office Assistant IV duties at Patrol Headquarters, as these duties could not be reassigned to other employees without creating undue hardships. The receptionist at Patrol Headquarters operates the main switchboard and serves as the initial contact for the majority of callers and visitors. The position also provides general administrative support to personnel assigned to Administrative Services. A general working knowledge of the organization is essential so that calls may be routed to appropriate persons. A temporary employee generally lacks the familiarity with the organization to effectively serve in this capacity.

The Office Assistant IV position assigned to the Collision Reconstruction Unit cannot be re-assigned to Patrol Headquarters, as the Unit requires permanent full-time administrative support. To do so, would adversely affect the Unit and create an immediate need for a temporary employee to provide administrative support. Additionally, Patrol Headquarters needs a permanent full-time position to serve as a receptionist and operate the switchboard for visitors and callers. Otherwise, a long-term need for a temporary employee will continue to exist.

The creation of one (1) permanent full-time Office Assistant IV position will eliminate the Patrol's long term dependence on a temporary employee to serve as a Receptionist / Office Assistant IV at Patrol Headquarters.

The salary range for an Office Assistant IV (OSSOG Level 59) is: special minimum rate (SMR) \$24,166; midpoint \$28,428; and maximum \$32,689 (excluding fringes). We would like to establish this position at the maximum to allow advertisement using the full salary range. However, the actual budgeted salary of the position will be based on the selected applicant's work experience and education as compared to incumbent Office Assistants. For example, we advertise using the full salary range, interview applicants, make a selection and offer a salary based on the applicant's work experience and education as compared to incumbent Office Assistants. The actual budgeted salary will be between \$24,166 and \$32,689, and the applicant will be offered an equitable salary, when compared with incumbent employees.

If this position is established at the special minimum rate (SMR), we can only advertise and hire an applicant at the minimum rate, regardless of the applicant's work experience and education. An experienced applicant will not be paid for work experience and education as compared to incumbent employees with similar work experience and education. This would most likely create a salary inequity. Additionally, the applicant pool will be adversely impacted, as experienced applicants normally do not apply and accept employment at the minimum rate.

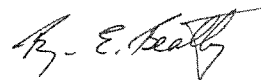
Statutory Reference for Request

Major W. J. Wilson, Jr.

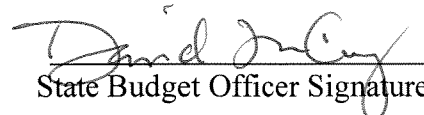
Presentation to be made by

Administrative Services - Director

Title



Agency Head Signature



State Budget Officer Signature

OKS
2/14/06